

## **Membership Balance Plan for the Hispanic Council on Federal Employment**

- 1. Committee's Official Designation (Title).** The Hispanic Council on Federal Employment
- 2. Authority.** Director of the U.S. Office of Personnel Management under the Federal Advisory Committee Act, as amended (5 U.S.C. App.), in accordance with the guidelines that have been issued by the Administrator of General Services, as well as 5 U.S.C. Sec. 2302.
- 3. Mission/Function.** The purpose of the Council is to advise the Director of the U.S. Office of Personnel Management (OPM) on the leading hiring practices in Hispanic communities in an effort to improve the Federal government's ability to conduct outreach and recruitment in Hispanic communities, as well as to provide recommendations on the retention and advancement of Hispanic Federal employees.
- 4. Points of View.** The Council shall advise the Director of OPM on matters involving the recruitment, hiring, and advancement of Hispanics in the Federal workforce.
  - a) Perspectives from Hispanic organizations are required to gain insight into communication, outreach and dissemination of information regarding government employment to Hispanic communities. The technical expertise required will include an understanding of strategic human resources management planning and the merit systems principles.
  - b) There will be approximately 27 members on the Council. Approximately two-thirds (18 individuals) of the Council should consist of representatives from various Hispanic communities who can bring their diverse perspectives on how to perform recruitment, outreach and development. Approximately one-third (9 individuals) of the Council should possess technical expertise in strategic human resources management planning and/or the merit systems principles.
  - c) Due to the technical nature of strategic human resources management planning and/or the merit systems principles, a determination was made to appoint 9 individuals as regular Government employees. These individuals have worked in Government in the areas of Human Resources and/or Civil Rights and will bring technical expertise to the Council.
- 5. Other Balance Factors.** Other factors considered in achieving a balanced Council include: geographic location of candidates, representation of various age constituencies, representation of various national origins, representation of federal and private sectors and representation of various professions.

**6. Candidate Identification Process.** The following process was used to identify candidates for the Council:

- a) OPM conducted a search of relevant Hispanic organizations that have experience in working on Federal employee, Hispanic student, and/or employment issues affecting Hispanic communities. These organizations were determined to be directly affected, interested and qualified to serve in an advisory capacity to address the concerns of Hispanic underrepresentation in Federal employment, as well as in management and the Senior Executive Service. OPM also sought recommendations from the National Council of Hispanic Employment Program Managers in identifying Regular Government Employees, who have demonstrated success in the hiring, recruitment and retention of Hispanic employees in the Federal government;
- b) The key persons involved in evaluating the Council's balance included: Christine Griffin, Deputy Director, U.S. Office of Personnel Management; Liz Montoya, Chief of Staff, Office of the Director, U.S. Office of Personnel Management; and John U. Sepúlveda, Assistant Secretary, Human Resources and Administration, U.S. Department of Veterans Affairs;
- c) If any Council vacancy occurs, OPM will not replace the member due to the short duration of the Council;
- d) Membership term limits will be for the life of the Council.

**7. Subcommittee Balance.** The process for determining Council member balance on subcommittees is the same as the process for the parent Council.

**8. Other.** None.

**9. Date Prepared.** November 18, 2010.